



**Classification Number: 3110.5A**

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**Administrative**

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**CLEARANCE POLICY AND PROCEDURES FOR SEPARATING AND TRANSFERRING  
PERSONNEL FROM OR WITHIN THE U.S. ENVIRONMENTAL PROTECTION AGENCY**

**I. PURPOSE.** This order establishes responsibilities and procedures for clearance of the U.S. Environmental Protection Agency personnel who are being reassigned to a different location within EPA, separating or have separated from employment, contract or grant relationship with the agency or transferring from the agency to another federal agency. Personnel must account for all government property (including records) in their possession or custody, outstanding cash or leave advances, financial indebtedness to the agency and unexpired terms and conditions of outstanding employment agreements (see Attachment 1, EPA Form 3110-1, Personnel Separation or Transfer Checklist.) The agency recognizes its critical responsibility to preserve agency records in both hard copy and electronic formats to ensure mission success, smooth close-out operation of programs, complete records of official actions and accountability to the American people.

**II. APPLICABILITY.** This order covers all agency personnel (employees and non-employees) with user and email accounts on agency networks.

**III. AUTHORITY AND REFERENCES**

- OMB Circular A-123 – Management’s Responsibility for Internal Control  
[http://www.whitehouse.gov/omb/circulars\\_a123\\_rev](http://www.whitehouse.gov/omb/circulars_a123_rev)
- OMB Circular A-130 – Management of Federal Information Resources  
[http://www.whitehouse.gov/omb/circulars\\_a130\\_a130trans4](http://www.whitehouse.gov/omb/circulars_a130_a130trans4)
- 40 CFR Part 2, Subpart B - Confidentiality of Business Information
- 44 U.S.C. Chapter 21 - National Archives and Records Administration  
<http://www.archives.gov/about/laws/nara.html>
- 44 U.S.C. Chapter 29 - Records Management by the Archivist of the United States  
<http://www.archives.gov/about/laws/records-management.html>
- 44 U.S.C. Chapter 31 – Records Management by Federal Agencies (Federal Records Act)  
<http://www.archives.gov/about/laws/fed-agencies.html>
- 44 U.S.C. Chapter 33 – Disposal of Records <http://www.archives.gov/about/laws/disposal-of-records.html>
- 44 U.S.C. Chapter 35 – Coordination of Federal Information Policy (Paperwork Reduction Act of 1980, as amended, Paperwork Reduction Reauthorization Act of 1995, and Government Paperwork Elimination Act)  
<http://www.archives.gov/about/laws/fed-information-policy.html>
- 36 CFR Chapter XII, Subchapter B – Records Management <http://www.ecfr.gov/>
- Part 1220. Federal Records, General

- Part 1222. Creation and Maintenance of Federal Records
- Part 1228. Disposition of Federal Records
- EPA Interim Records Management Policy 2161, June 28, 2013
- Identify and Transfer: What to do with the records of departing personnel  
<http://www.epa.gov/records/tools/identify.htm>
- Freedom of Information Act, 5 U.S.C. § 552
- U.S. EPA, National Security Emergency Preparedness Policy (Order 2040.1A1)
- U.S. EPA, Uniform Continuity of Operations (COOP) Plan Policy (Order 2030.1)
- U.S. EPA, Interim Policy Preservation of Separated Personnel's Electronically Stored Information (ESI) Subject to Litigation Holds, October 1, 2012 (CIO 2185.0)
- U.S. EPA, DRAFT- Interim Procedure Preservation of Separating or Separated Personnel's Records in Accordance with the Federal Records Act, August 2013
- U.S. EPA, DRAFT - Interim Procedure Preservation of Separated Personnel's E-Mail and Non-Email Electronic Data
- Federal Emergency Management Agency (FEMA) Federal Preparedness Circular 65 – Federal Executive Branch Continuity of Operations (COOP)
- Presidential Memorandum, Managing Government Records, November 28, 2011
- Memorandum for the Heads of Executive Departments and Agencies and Independent Agencies, from Office of management and Budget and national Archives and Records Administration, Managing Government Records Directive, August 24, 2012

#### **IV. POLICY**

It is agency policy to ensure that all separating or transferring personnel are held accountable for settlement of outstanding debts and obligations to the agency, follow local clearance for proprietary or sensitive information, return all government property in their possession, and transfer and/or preserve official agency hardcopy and electronic records; in addition, user accounts on all agency information technology systems including telecommunications are to be properly removed.

A. Employees must account for all government property in their possession or custody, outstanding cash or leave advances, financial indebtedness to the agency, and unexpired terms and conditions of outstanding employment agreements. EPA Form 3110-1 contains a checklist of such items of accountability (see Appendix 1, EPA Form 3110-1, Personnel Separation or Transfer Checklist). This will facilitate the accomplishment of programmatic and administrative missions, to preserve official agency property, sensitive information and records in accordance with applicable statutory and regulatory requirements.

B. The requirements of this order are effective immediately for separating or transferring personnel as of the date of this order.

#### **V. PROCEDURE**

Separating or transferring parties - employees, students, contract officer's representatives (on behalf of contractors and grantees), and senior environmental employee monitors, coordinators (on behalf of SEEs), volunteers, supervisors, or appropriate designees - must complete agency Form 3110-1 through WebForms and route the form to the appropriate individual or hand-carry the checklist and items in his

or her possession belonging to the agency to all the offices listed. When the form is completed, the separating or transferring party should return it to the administrative officer and/or supervisor.

A. **Separating Personnel:** Those who are retiring or otherwise leaving the agency should notify their supervisor and the records liaison officer at least four weeks in advance, but not less than two weeks prior to their separation date. The separating personnel initiates the EPA Form 3110-1 for designated officials clearance. In the absence of the separating agency employee, the supervisor or designee may initiate the notification on behalf of the employee. On behalf of the separating SEE or grantee or contractor, the SEE monitor/coordinator and COR or designee must complete all clearance requirements on behalf of their separating SEE and contractor. The separating personnel, program office or designee must take steps to ensure that relevant hardcopy and electronic records, files or other materials are not deleted or lost. Upon completion of EPA Form 3110-1, the program office of the separating agency employee prepares the Request for Personnel Action standard form (SF-52) and sends it to the responsible shared service center for final processing. The SEE monitor/coordinator or designee of the SEE will maintain the checklist along with the SEE's personnel file and retain it in accordance with the appropriate agency records schedule. The supervisor, COR or designee of the contractor will file the form in the appropriate contract file and retain it in accordance with the appropriate agency records schedule. Procedures for the handling of records prior to departure must be followed as defined in this Section V, Item D, records management below.

B. **Separated Personnel:** For those who did not properly complete the clearance process, the supervisor, SEE monitor/coordinator, COR or designee of the separated personnel must obtain clearance from all designated officials and obtain signatures on the EPA Form 3110-1. All other procedures identified in Section V, Item A, Separating Personnel (above), must be followed.

C. **Transferring Personnel:** Those reassigned to another position which would result in a change in the physical location of their hardcopy files, computer or email, must take steps to ensure that all documents, files or other materials are not deleted or lost. For transferring personnel, all procedures identified under the above-mentioned Separating Personnel section must be followed and the handling of records as defined in section V, Item D, Records Management, below.

D. **Records Management:** All records created or received by agency personnel must be managed in accordance with the agency's records management policies; however, all electronically-stored information subject to litigation hold created or received by agency personnel who have separated, or will be separating, from an employment, contract, or grant relationship with the agency, must be preserved. For further instructions, please see Section VI, Item A Roles and Responsibilities, below.

## **VI. ROLES AND RESPONSIBILITIES**

A. **All Personnel** – employees, students, CORs (on behalf of contractors and grantees) and SEE monitors/coordinators (on behalf of SEEs), volunteers, supervisors or appropriate designees.

1. **Accountability and Forms Completion:** All separating, transferring and separated personnel are responsible for arranging, through appropriate administrative channels, settlement of outstanding debts and obligations to the agency; reimbursement of outstanding cash or leave advances; local clearance for proprietary or sensitive information; return of government property including equipment, controlled forms and records (hardcopy and electronic) in their possession or custody and unexpired terms and conditions of outstanding employment

agreements. Personnel or agency employees are responsible for arranging, through appropriate administrative channels, settlement of outstanding debts and obligations and clearance for proprietary or sensitive information. Failure to complete this clearance process may result in the delay of final salary payments.

2. Personnel Separation or Transfer Checklist: EPA Form 3110-1 contains a checklist of items of accountability. Personnel are accountable for certifying in Part F that items in EPA Form 3110-1 are completed. In the absence of the separating or transferring employee, the supervisor may complete the form on behalf of the employee. On behalf of the separating SEE or grantee or contractor, the SEE monitor/coordinator and COR or designee must complete the forms on behalf of the separating SEE or grantee or contractor. Separating and transferring personnel must complete Attachment 1, Personnel Separation or Transfer Checklist, EPA Form 3110-1 and EPA Records Management Checklist for Separating/Transferring and Separated Personnel, EPA Form 3110-49.
3. Records Management: Before separating from or transferring within the agency, personnel should follow all separation guidance (including any specific regional or program guidance) along with the instructions below:
  - a. Form 3110-1 requires the signature of the supervisor, SEE monitor/coordinator, COR and the RLO or designee to confirm that by using Form 3110-49, EPA Records Management Checklist for Separating/Transferring or Separated Personnel, all potential records (paper and electronic) have been identified and properly transferred into a recordkeeping system or that they were properly turned over to a RLO or records custodian. Form 3110-49 also includes a section for information about Freedom of Information Act and current/pending litigation requests.
  - b. For personnel unable to properly identify and transfer their records prior to separation or transfer, the agency must ensure that their records and other relevant information have been captured in a recordkeeping repository. The agency has a responsibility to satisfy requirements for capturing any records and maintaining them based on the instructions in the appropriate agency records schedule. This responsibility exists whether or not the information is also subject to a litigation hold or other preservation requirement.
  - c. The supervisor or designee must use the EPA Records Management Checklist for Separating/Transferring or Separated Personnel to review all documentary information for separating, transferring or separated personnel. When possible, the reviewer must discard non-records and personal material, which will not be captured. The reviewer should also identify/capture long-term records in a recordkeeping system under the appropriate records schedule. Remaining records should be held in an approved recordkeeping repository and then disposed of properly in accordance with the appropriate records schedule.
4. Litigation Holds: This policy and its procedures shall be conducted in accordance with all other operative agency guidance on litigation holds. This includes, but is not limited to, Interim Policy Preservation of Separated Personnel's Electronically Stored Information Subject to Litigation Holds, dated October 1, 2012 (CIO 2156.0).

The litigation hold is on-going and continues until written notification is received that the hold is released or has ended. The litigation hold supersedes regular records retention schedules, so that, even if a record retention schedule might ordinarily call for deletion or destruction of records, the litigation hold requires that the documents, files or materials be preserved. For paper documents, files or materials especially, the separating or transferring personnel should not archive or render significantly inaccessible such documents while the litigation hold is in place.

- a. Failure to comply with the litigation hold could subject the agency or individual agency officials or agents to additional liability or sanctions. EPA Form 3110-49 covers litigation holds.

B. Program Offices - program contacts, administrative officers, custodial property officers, supervisors and CORs, IT offices, information management officers, telecommunication and RLOs, or appropriate designees.

1. Program offices are responsible for assisting separating or transferring personnel in obtaining EPA Form 3110-1, coordinating the clearance process and forwarding the completed checklist together with the SF-52, to the servicing Human Resources Office. Supervisors and/or administrative officers are also responsible for clearing the items in Part B of the EPA Form 3110-1. By initialing Part B of the EPA Form 3110-1 and providing their signature in Part F of the agency Form 3110-1, the designated program office contact is certifying that items listed in Part B of the form have been returned and/or are accounted for or the reason for non-receipt of these materials.
2. Each program should establish and maintain internal checklists and procedures to address timely notification to designated officials and transition of work products. A primary and alternate person/contact should be appointed to be responsible for verifying that the separating or transferring personnel has satisfied their program requirements. The designated program person/contact should initial the appropriate box (es) in Part B and provide their signature as certification on Part F of the EPA Form 3110-1 for their program office.
3. The IT Office/information management officer is responsible for assuring that all separating, transferring and separated personnel having user accounts on all EPA IT systems, including telecommunications, are properly removed. By initialing Part B and signing Part F, the ITO/IMO certifies they have properly configured the separating, transferring and separated personnel's accounts to remove all logical access as of the separation date.
4. The RLO or designee is responsible for assuring that all separating, transferring and separated personnel have properly transferred and preserved records (hardcopy and electronic) before leaving the agency. Confidential Business Information, litigation holds and hardcopy and electronic records are addressed in Form 3110-49, EPA Records Management Checklist for Separating/Transferring and Separated Personnel.

C. Security Management Division, National Security Information, Personnel Security Branch, Badging Office, Facilities Management Office, Transit Subsidy Office, Safety, Health and Environmental Management Program Office, Financial Management Office and/or appropriate designee.

1. The Security Management Division's National Security Information Program Team and Personnel Security Branch are responsible for assuring that all agency personnel who have been granted a security clearance receive a security clearance termination debriefing and transfer all classified NSI material prior to approving EPA Form 3110-1, Part C. The NSI program is responsible for the agencywide proper handling and maintenance of classified NSI. The PSB initiates and adjudicates all background agencywide investigations. PSB is also responsible for granting, passing, reviewing, withdrawing and revoking agencywide security clearances. For those agency personnel who have not been granted a security clearance, the debriefing is not applicable, but the SMD staff (HQ or Region) will approve Part C of the form for badges and credentials.

The SMD staff are also responsible for collecting office keys (ALL office keys are returned to the SMD), EPASS ID (ALL agency identification badges) and inspector credentials must be returned. By initialing the appropriate boxes in Part C and signing Part F of the EPA Form 3110-1, the security office contacts are certifying that items listed in Part C of the form have been returned and/or are accounted for.

2. The Facilities Management Office is responsible for assuring that all government-owned property, transportation, i.e. (transit subsidy, car pool, parking permits, parking subsidy, parking passes, bicycle subsidy, etc.) and garage and parking clearances are met and de-enroll the recipient of unused transit subsidies under Part C. By completing the appropriate boxes and signing Part C of the EPA Form 3110-1, the facilities management contacts are certifying that items listed in Part C of the form have been returned and/or are accounted for.
3. The Safety, Health and Environmental Management Program Office is responsible for collecting the separating person's government-owned PPE and SHEM equipment. Additionally, the SHEM staff must validate that if the departing person is in the EPA's Occupational Medical Surveillance Program, the individual has completed an exit exam that has been verified by the federal occupational health physician. Finally, the SHEM staff must ensure the departing person has stopped their fitness center membership and direct deposit allocation. By completing the appropriate box(es) and signing Part C of this form, the SHEM staff are certifying that the listed items in Part C of this form have been returned, accounted for or validated.

D. Local Financial Management Office, Office of the Controller, Cincinnati Finance Center or appropriate designee.

The Finance Office is responsible for assuring that all financial obligation documents have been executed before initialing Part D and signing Part F of EPA Form 3110-1. All bankcard holders are to submit the Purchase Card Maintenance Form located on the following link <http://purchasecard.epa.gov/node/111> to the Purchase Card Team. The travel card must be returned to the employee's supervisor or destroyed in the supervisor's presence prior to the employee leaving the agency. The PCT representative is responsible for immediately contacting the bank to request the bankcard be canceled and inform the bank that the cardholder no longer works at the agency. The representative shall make known to the bank that neither the U.S federal government nor the agency be liable for any unauthorized usage of the bankcard if reissued to the cardholder. By initialing the appropriate box(es) and signing Part F of the EPA Form 3110-1, the financial management office representative certifies that items listed in Part D of the form have been returned and/or are accounted

for. The PCT representative will contact the bank immediately to request the cardholder account be closed and no further issuance of a card will be issued under the cardholder account.

E. Shared Service Centers Human Resources Office, Regional Human Resources Officers or appropriate designee.

1. Servicing Human Resources Offices are responsible for obtaining both the completed SF-52 and EPA Form 3110-1 for separating or transferring EPA personnel before executing the SF-52. The completed EPA Form 3110-1 and SF-52 are submitted to the SSC for final clearance processing. By initialing Part E and signing Part F of the EPA Form 3110-1, the Human Resources Office contact certifies that items listed in Part E of the form have been returned and/or are accounted for.
2. The form will be retained in the agency employee's electronic official personnel folder in accordance with retention policies required by EPA Records Schedule 0553 (or other appropriate records schedules if this is revised in the future).

## **F. CERTIFICATION**

The employee, the supervisor, the SEE monitor/coordinator, COR or designee and all responsible reviewers are responsible for signing Part F of the EPA Form 3110-1, certifying that all U.S. government property has been returned and that all documentary materials, records (including documents that are responsive to FOIA requests, litigation holds, or other legal holds) have been properly identified and transferred by using EPA Form 3110-49. The agency personnel and the supervisor/SEE monitor/coordinator/COR or designee are also certifying that the statements made on this form and all attachments thereto are true, accurate and complete. The employee and the supervisor/SEE monitor/coordinator/COR or designee are also certifying they each acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. The agency supervisor ensures that the timekeeper of the separating, transferring or separated employee has verified and submitted any hours worked prior to departure.

## **VII. MATERIALS SUPERSEDED**

EPA Order 3110.5A – Clearance Procedure for Personnel Separating or Transferring From EPA.

## **VIII. DISPOSITION OF FORM**

A. EPA Form 3110-1, Personnel Separation or Transfer Checklist, becomes part of the agency employee's eOPF and retention requirements as governed by the EPA Record Control Schedule.

B. For contractors and grantees, the completed EPA Form 3110-1 will remain in the possession of their SEE monitor/coordinator/COR or designee for recordkeeping purposes. The supervisor/SEE monitor/coordinator/COR or designee of the contractor or grantee will file the form with the appropriate program file and retain it in accordance with the appropriate agency records schedule.

C. EPA Form 3110-49, EPA Records Management Checklist for Separating/Transferring or Separated Personnel, documents the agency's accountability to ensure records in the possession of separating, separated and transferred personnel have been identified and transferred to the appropriate

recordkeeping system and preserved. The original completed form should be submitted to the local RLO for agency employees, contractors and grantees. It will remain in the possession of the RLO in accordance with EPA Records Schedule 0568 (<http://www2.epa.gov/sites/production/files/2015-09/documents/epa-records-schedules.pdf>) or any other appropriate subsequent schedule.

D. The SF-52, Request for Personnel Action, becomes part of the agency employee's eOPF and retention requirements are governed by EPA Records Schedule 0553, Official Personnel Folders – Civilian (or other appropriate records schedule if this is revised in the future). Agency Schedules: <http://intranet.epa.gov/records/schedule/>

E. Upon completion, the EPA Records Management Checklist for Separating/Transferring and Separated Personnel should be maintained by the office's RLO.



**EPA**

# United States Environmental Protection Agency Personnel Separation or Transfer Checklist

Effective Date

**Part A. Completed By:** All Personnel – Employees, Students, Contracting Officer's Representatives (COR) (on behalf of contractors), and Senior Environmental Employment (SEE) Monitor/Coordinators (on behalf of SEEs or grantees), Volunteers, Supervisors, or Appropriate Designee

Last Name, First Name, MI

Program Office/Point of Contact/Phone

Personnel Type

- ☐ EPA Employee  
☐ Grantee  
☐ Contractor  
☐ Other (Student, Volunteer, etc.)

Reason For Leaving

- ☐ Retirement  
☐ Resignation/Termination  
☐ Move Within EPA (HQ, Region, Lab)  
☐ Transfer Within the Agency  
☐ Transfer to Another Federal Agency  
☐ Other \_\_\_\_\_

Exit Survey Link

[http://epa.col.qualtrics.com/SE/?SID=SV\\_0esduV758s0Ks8B](http://epa.col.qualtrics.com/SE/?SID=SV_0esduV758s0Ks8B)

Thank you for taking part in the Environmental Protection Agency's Exit Survey. The survey should take no more than 10-15 minutes to complete and your responses are strictly confidential.

SF – 52 Request for Personnel Action – Initiated by the Program Office

Cleared

Y	N	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part B. Completed By:** Program Office - Program Contact, Administrative Officer, Custodial Property Officer, Supervisor, Senior Environmental Employment Monitor/Coordinators, Contracting Officer's Representative (COR), Information Technology Officer (ITO), Information Management Officer (IMO), Telecommunication, Records Liaison Officer (RLO), or Appropriate Designee

Item	Cleared			Item	Cleared		
	Y	N	NA		Y	N	NA
Computer, Lotus Notes, Local Area Network (LAN), Outlook, Domino Directory, laptop, AAA Tokens, and Telecommunication (i.e., Telephone Calling and Conferencing Cards, Cell Phone, BlackBerry, etc.) Removed ALL logical access to Agency systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Financial Disclosure, SF-278 PAS, SES, SL, ST, ALJ, Schedule C, AD, or Title 42: contact OGC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return of STE Cards or STU Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency Issued Passport (If Yes: Call 202/564-6631 OIA/Passport Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Training Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-Employment Ethics Training <a href="http://intranet.epa.gov/ogc/ethicstraining2003/1.htm">http://intranet.epa.gov/ogc/ethicstraining2003/1.htm</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Service Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Records Management: Using Form 3110-49, EPA Records Management Checklist for Separating/Transferring or Separated Personnel, ensure identification and transfer of hardcopy and electronic records (i.e., LAN files, local hard drives, shared drives, portable electronic storage devices, electronic recordkeeping system, personal computer, personal and secondary email accounts, etc.), and Agency Documentary Materials, including email records, records and documents that are responsive to a Freedom of Information Act (FOIA) request, litigation hold, or other legal hold. (Cleared by Supervisor and RLO.) <http://www.epa.gov/records/tools/identify.htm>

Supervisor

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RLO

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Part C. Completed By:** Security Management Division (SMD) Local Security Office, Personnel Security Office, Badging Office, Facilities Management Office, Transit Subsidy, Safety, Health and Environmental Management Program Office, Financial Management Office and/or Designee, Library

Item	Cleared			Item	Cleared		
	Y	N	NA		Y	N	NA
Security Clearance Termination Debriefing (SCI and/or Collateral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transit Subsidy/Parking Subsidy/Parking Passes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of Classified Materials (NSI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Government-Owned Personal Property, vehicles, Personal Protective Equipment, i.e. uniforms, safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EPASS (All EPA Identification Badges)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	glasses, lab coats, etc) Property Pass(es)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspector Credentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Returned Safety, Health and Environmental Management Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Keys (ALL office keys are returned to the Security Management Division)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Terminate Fitness Center Membership and Stop Direct Deposit Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part D. Completed By: Local Financial Management Office, Office of the Controller, Cincinnati Finance Center or Appropriate Designee**

Item	Cleared			Item	Cleared		
	Y	N	NA		Y	N	NA
Negative Leave Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay/Health Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Government Issued Bank Cards, i.e. (Travel, Purchase, Telephone, Gas and Others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Advance/Travel Voucher/CBA Airline Ticket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				FTE Funds Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part E. Completed By: Shared Service Centers (SSC) Human Resources Office (HRO) /Regional Human Resources Officers (RHRO), or Appropriate Designee**

Item	Cleared			Item	Cleared		
	Y	N	NA		Y	N	NA
Training and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final SF-52 with all signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Time and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify any items that were turned in to Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____				Resources _____			

**Part F. Completed By: Employees, Students, Contracting Officer's Representatives (COR) (on behalf of contractors), and Senior Environmental Employment (SEE) Monitor/Coordinators (on behalf of SEEs or grantees), Volunteers, Supervisors, or Appropriate Designee - Please print, and sign your name on this signature page next to the appropriate title and/or Program Office.**

Certification: By signing this form you certify that all U.S. Government property has been returned and that all documentary materials, records (including documents that are responsive to a Freedom of Information Act (FOIA) request, litigation hold, or other legal hold) have been properly identified and transferred. The statements made on this form and all attachments thereto are true, accurate and complete. You acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

ALL Personnel (Employee/COR/SEE Monitor/Coordinator): (Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Administrative Officer/Program Contact: (Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Program Office - Program Contact, Administrative Officer, Custodial Property Officer, Supervisor and Contracting Officer's Representative (COR), Senior Environmental Employment (SEE) Monitor/Coordinators, Information Technology Officer (ITO), Information Management Officer (IMO), Telecommunication, Records Liaison Officer or Appropriate Designee - Please print, and sign your name on this signature page next to the appropriate title and/or Program Office.

Custodial Property Officer: (Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Information Technology Office(ITO)/Information Management Officer (IMO), Telecommunications:  
(Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Records Liaison Officer: (Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Supervisor/SEE Monitor/Coordinators/Contracting Officer's Representative:  
(Printed Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

Security Management Division (SMD) Local Security Office, Personnel Security Office, Badging Office, Facilities Management Office, Transit Subsidy, Safety, Health and Environmental Management Program Office, Financial Management Office and/or Designee, Library  
Please print, and sign your name on this signature page next to the appropriate title and/or Program Office.

Badging Office: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

National Security Information Team: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Security Management Division: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Facilities Management: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Transit Subsidy/Parking Subsidy/Parking Passes: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Safety, Health and Environmental Management Program Representative: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Librarian: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Local Financial Management Office, Office of the Controller, Cincinnati Finance Center or Appropriate Designee - Please print, and sign your name on this signature page next to the appropriate title and/or Program Office.

Budget Office: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Cincinnati Finance Center: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Financial Management: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Shared Service Centers (SSC) Human Resources Office (HRO) /Regional Human Resources Officers (RHRO), or Appropriate Designee - Please print, and sign your name on this signature page next to the appropriate title and/or Program Office.

Human Resources Office: (Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

OTHER (Please list Title/Office and print then sign name):

Title/Office: \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

## **Procedures for Completing EPA Form 3110-1, Personnel Separation Checklist**

EPA personnel are required to account for all Government property in your possession or custody, outstanding cash or leave advances, financial indebtedness to the Agency and unexpired terms and conditions of outstanding employment and/or training agreements. You are responsible for arranging, through appropriate administrative channels, settlement of outstanding debts and obligations, and clearance for proprietary or sensitive information. Failure to complete this clearance process may result in the delay of final salary payments.

CORs and SEE Monitor/Coordinators are required to account for all Government property on behalf of the contractor, SEE, grantee, etc. are in your possession or custody including Agency records (hardcopy and electronic) and Library materials. By signing Part F, you acknowledge that you have completed your responsibilities to the best of your knowledge and that knowingly providing false or misleading statements in the completion of this form may be punishable by fine or imprisonment or both under applicable laws.

### **Instructions**

Part A. All Personnel – Employees, Students, Contracting Officer Representatives (COR) (on behalf of contractors and grantees), and Senior Environmental Employment Monitor/Coordinators (on behalf of SEES), Volunteers, Supervisors, or Appropriate Designee

All personnel must place their Program Office Contact's name and telephone number in Part A of this form. Failure to do so will result in the delay in processing of your clearance. Print out EPA Form 3110-1. After you have filled in items in this Part, start the routing process to each designated official in each appropriate office. When you have obtained all the clearance procedures and signatures, then you are to sign the personnel certification in Part F of the EPA Form 3110-1 and return the form to your Program Contact and/or Supervisor. Once an EPA employee's form has been approved, it will be routed to the Shared Services Center's Human Resources Office along with the SF-52 Request for Personnel Action to complete the separation action. Once a contractor or grantee's form has been approved, it should be filed by their COR/SEE Monitor/Coordinator or Designee with the appropriate program file and retained in accordance with the appropriate Agency records schedule.

Exit Survey: EPA is sincerely interested in learning about your experience while working at EPA. Learning from your experience will help us find better ways to keep talented people like you from leaving our organization. Please take a moment to share your views. The survey will take 10 to 15 minutes to complete and your responses are strictly anonymous.

Part B. Completed By: Program Office - Program Contact, Administrative Officer, Custodial Property Officer, Supervisor, SEE Monitor/Coordinator, Contracting Officer's Representative, Information Technology Officer (ITO), Information Management Officer (IMO), Telecommunication, Records Liaison Officer or Appropriate Designee

Each Program should establish internal checklists and procedures to address transition of work products. A primary and alternate person/contact should be appointed to be responsible for verifying that the separating or transferring personnel has satisfied their program requirements. The designated program person/contact should initial the appropriate item/s in Part B and provide their certification on Part F of the EPA Form 3110-1.

(1) Computers, Lotus Notes, LAN, Outlook, Domino Directory, Laptops and Telecommunications: You must coordinate with the Information Technology Office and have them configure all of your IT accounts to remove all logical access to Agency systems and closure on telecommunications systems as of your separation date. The IT Office should initial Part B and provide their signature as certification in Part F of the EPA Form 3110-1 to certify they have configured the separating, transferring and separated personnel's accounts to remove all logical access and to deactivate all telecommunication access as of the separation date.

(2) Return of STE Cards or STU Keys (EPA Employees Only): If you are in possession of a secure/classified telephone and equipment, you must call 202-564-3857 to obtain a signed confirmation before initialing "cleared". If you are not in possession of this equipment, initial as "N/A".

(3) Long Term Training Agreement (EPA Employees Only) covers Government-sponsored training when there is a signed obligated services agreement or Form SF-182. If the agreement is outstanding at the time of separation, you must reimburse the agency for tuition and related fees, travel and other expenses paid by the government in

connection with your training. If you are going to another Federal Agency, you must give your organization written notice of at least 10 work days, during which a determination concerning reimbursement will be made, 5 U.S.C 4109 (a) (2).

(4) Employee Service Agreement (EPA Employees Only) covers agreements such as Student Loans, and Recruitment or Relocation Bonuses, training etc. If you have any of the above, do not initial as cleared; see your Program Manager or Supervisor.

(5) Public Financial Disclosure (EPA Employees Only): If you are PAS, SES, SL/ST, ALJ, Schedule C, AD or Title 42, you must file the public financial disclosure report (SF-278). You are required by law to complete a termination SF-278 within 30 days following your separation. You must schedule an appointment with OGC/Ethics to finalize your termination report and to review your post-employment ethics restrictions. To schedule an appointment, send an email to [ethics@epa.gov](mailto:ethics@epa.gov).

(6) Agency-Issued Passport (EPA Employees Only): If you were issued a passport for official government travel, you must return it to the Office of International Affairs, RRB, Room 31214. After you have returned your government issued passport, initial "yes" under the clearance section.

(7) Post Employment Ethics Training (EPA Employees Only): The Post Employment Ethics Training link is provided. In addition, you may have criminal post-employment restrictions pursuant to 18 USC 207. Please consult your Deputy Ethics Official at <http://intranet.epa.gov/ogc/ethics/deos.htm> to receive post-employment counseling or review the OGC/Ethics website at <http://intranet.epa.gov/ogc/ethics/resource.htm#postemployment>.

NOTE: If you are PAS, SES, SL/ST, ALJ, Schedule C, AD or Title 42, then you must contact OGC/Ethics at [ethics@epa.gov](mailto:ethics@epa.gov) to schedule an appointment to review your post-employment restrictions.

(8) Identify and Transfer Agency Records: You must identify all Agency records (hardcopy and electronic) in your possession and, in coordination with your supervisor/SEE Monitor/Coordinators/COR/Designee, transfer them to a new custodian before the supervisor/SEE Monitor/Coordinators /COR/Designee initial Parts 2 and provides their signature as certification in Part F of the EPA Form 3110-1. For more information contact your Records Liaison Officer by selecting your location Agency | Headquarters | Regional | Lab, Center & Field Office. Action taken regarding the identification and transfer of hardcopy and electronic records must be documented on the Form 3110-49, EPA Records Management Checklist for Separating/Transferring or Separated Personnel and submitted to the RLO.

Part C. Security Management Division (SMD) National Security Information, Personnel Security Branch, Badging Office, Facilities Management Office, Transit Subsidy, Safety, Health and Environmental Management Program Office, Financial Management Office and/or Appropriate Designee

SMD staff (HQ or Region) should complete the appropriate box(es) and sign in Part C of the EPA Form 3110-1 once they have collected the separating personnel's identification badges and inspector credentials, office keys and ensured separating EPA personnel who have been granted a security clearance receive a clear Security Clearance Termination debriefing and transfer all classified NSI material. By completing the appropriate box(es) and signing Part C of this form, the SMD staff are certifying that the listed items in Part C of this form have been returned and/or accounted for.

Facilities Management staff should complete the appropriate box(es) and sign in Part C of the EPA Form 3110-1 once they have collected the separating personnel's Government-owned property, transportation, i.e. (transit subsidy, car pool, parking permits, parking subsidy, parking passes, bicycle subsidy, etc.) and de-enrolled the recipient of unused transit subsidies. By completing the appropriate box(es) and signing Part C of this form, the Facilities Management staff are certifying that the listed items in Part C of this form have been returned and/or accounted for.

The Librarian/Designee is responsible for verifying that EPA Library publications, books and other materials have been returned. The Librarian/Designee should complete the appropriate box (es) and sign Part C of the EPA Form 3110-1 to indicate that all items have been returned and/or accounted for.

Safety, Health and Environmental Management Program staff should complete the appropriate box (es) and sign in Part C of the EPA Form 3110-1 once they have collected the separating personnel's Government-owned PPE and SHEM equipment,

as well as validated that if the departing person is in the EPA's Occupational Medical Surveillance Program, the individual completed an exit exam that has been verified by the Federal Occupational Health physician. Additionally, the Safety, Health and Environmental Management Program staff has determined that the separating person has stopped their fitness center membership and direct deposit allocation. By completing the appropriate box(es) and signing Part C of this form, the Safety, Health and Environmental Management Program staff are certifying that the listed items in Part C of this form have been returned, accounted for or validated.

Part D. Local Financial Management Office, Office of the Controller/Budget Office, and when applicable, the Cincinnati Finance Center

The Financial Management Office representative must ensure that all financial obligation documents have been executed by the Environmental Protection Agency personnel before initialing Part D and signing Part F of EPA Form 3110-1. All bankcard holders are to submit the Purchase Card Maintenance Form located on the following link <http://purchasecard.epa.gov/node/111> to the Purchase Card Team (PCT). The PCT representative is responsible for destroying the bankcard and immediately contacting the Bank to request the bankcard be canceled. The PCT representative will inform the Bank that the holder no longer works at the Agency. The representative shall make known to the Bank that neither the United States Federal Government nor the Environmental Protection Agency be liable for any unauthorized usage of the bankcard if reissued to the cardholder. By initialing the appropriate box(es) and signing Part F of the EPA Form 3110-1, the Financial Management Office representative is certifying that items listed in Part D of the form have been returned and/or are accounted for. The PCT representative has or will contact the bank immediately to request the cardholder account be closed and no further issuance of a card will be issued under the cardholder account.

Part E. Shared Service Centers (SSC) Human Resources Office (HRO) /Regional Human Resources Officers (RHRO), or Appropriate Designee

The SSC, HRO, RHRO or designee is responsible for obtaining both the completed Standard Form 52, Request for Personnel Action, and EPA Form 3110-1 for separating or transferring EPA personnel, before executing the SF-52. The completed EPA Form 3110-1 and SF 52 are submitted to the Shared Service Center (SSC) for final clearance processing. By initialing Part E and signing Part F of the EPA Form 3110-1, the SSC, HRO, RHRO or designee is certifying that all items listed in Parts 1 through 5 of the form have been accounted for and/or completed by all the appropriate offices.

A copy of the form will be retained in the EPA employee's electronic Official Personnel File (eOPF) file in accordance with retention policies required by EPA Records Schedule 0553 (or other appropriate records schedules if this is revised in the future).

Part F. Employees, CORs (on behalf of Contractors), and SEE Monitor/Coordinators (on behalf of SEES, Grantees, Students, Volunteers, etc.), Supervisors, or Appropriate Designee and Responsible Reviewers

By signing Part F of this form, you, your supervisor//COR/SEE Monitor/Coordinator or designee and all responsible reviewers are each certifying that all U.S. Government property has been returned. The EPA supervisor also ensures that the timekeeper of the separating, transferring or separated EPA personnel has verified and submitted any hours worked prior to departure. In addition, the supervisor/COR/SEE Monitor/Coordinator or designee and the RLO must certify that by using Form 3110-49, EPA Records Management Checklist for Separating/Transferring or Separated Personnel, all documentary materials, records (including documents that are responsive to a Freedom of Information Act (FOIA) request, litigation hold, or other legal hold) have been properly identified and transferred. You and your supervisor/COR/ SEE Monitor/ Coordinator designee are each also certifying that the statements made on this form and all attachments thereto are true, accurate and complete. You and your supervisor, COR/SEE Monitor/Coordinator/Designee are each also certifying that you each acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Disposition of EPA Form 3110-1

EPA Form 3110-1, Personnel Separation or Transfer Checklist, becomes part of the EPA employee's Electronic Official Personnel File (eOPF) and retention requirements are governed by the EPA Record Control Schedule. For contractors and grantees, the completed EPA Form 3110-1 will remain in the possession of their COR/SEE Monitor/Coordinator or designee for recordkeeping purposes, filed with the appropriate program file and retained in accordance with the appropriate Agency records schedule.